

## NIOSH Seminars for the Mining Industry

### How to Conduct a Coaching Skills Workshop for On-the-Job Trainers

#### Dates & Locations:

March 24, 2005 - 1:00 to 4:00 pm  
Marriott San Antonio Rivercenter  
Following the South Central Joint Mine H&S Conference

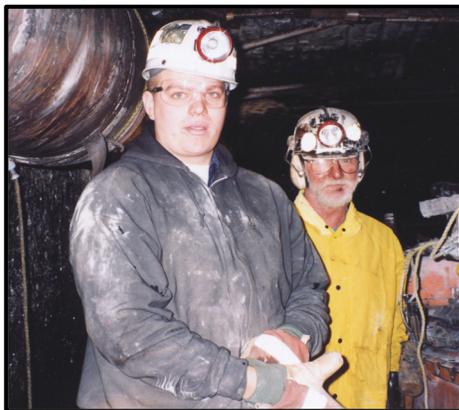
April 13 and 14, 2005 – 8:00 am to Noon  
NIOSH Research Lab  
Pittsburgh, PA

June 21, 22 and 23, 2005 – 8 am to 2 pm  
National Mine Health and Safety Academy  
Beaver, WV

**T**HE MINING POPULATION is changing. As many miners are nearing retirement age, the industry needs to plan for their replacement. To become safe and productive miners, new workers need to receive effective on-the-job training. To help meet this need, NIOSH has developed a program for improving on-the-job training. This program will be presented in a train-the-trainer seminar at various locations during 2005.

On-the-job trainers are selected for their job skills. They may have little or no experience teaching those skills to others. This train-the-trainer seminar will prepare you to conduct a workshop to teach experienced miners to pass on what they know to new miners. Strategies for successful coaching will be taught and practiced. The seminar covers the following topics that you will use in the workshop: How Adults Learn, Preparing Training Materials, Assessing a Trainee and Steps to Successful Coaching.

### Coaching Skills Workshop for On-the-Job Training



*They Know the Job Skills.  
Now Teach Them the Training Skills.*

#### Topics Include:

- How Adults Learn
- Preparing Training Materials
- Assessing a Trainee
- Steps to Successful Coaching

This free seminar is for personnel at mining companies with an interest in teaching a Coaching Skills Workshop for On-the-Job Training. Materials that you can use to present the coaching workshop will be provided and discussed. Please register early. Seminar classes are limited to 15 participants.

**For more information about the content of the seminar contact:**

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412-386-6895 or 412-386-6579  
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To register for the Pittsburgh and San Antonio seminars please send the following information to Barbara Sheppard:

Name \_\_\_\_\_  
Company \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
Phone \_\_\_\_\_  
Fax \_\_\_\_\_  
E-mail \_\_\_\_\_

Date I wish to attend: \_\_\_\_\_  
(This is a half-day seminar. Please register for ONE day only).

Barbara Sheppard  
e-mail: [BOSheppard@cdc.gov](mailto:BOSheppard@cdc.gov)  
Phone: 412-386-6479 or 412-386-6579

To register for the seminars at the Academy in Beaver, WV, please send the above information to Kim Spencer:

e-mail: [Spencer.Kimberly@dol.gov](mailto:Spencer.Kimberly@dol.gov)  
Phone: 304-256-3252